

**APPLICANT INFORMATION
FOR SPECIAL USE OF STATE PROPERTY**

PLEASE ALLOW TEN (10) BUSINESS DAYS FOR PROCESSING OF PERMIT

*****This application is not deemed as a Special Use Permit*****

Applications are subject to review and approval of Leasing Services Representative.

Upon Entire Completion of this application
Please return with Proof of Insurance to:

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PUBLIC WORKS
Attn: Leasing Services
515 East Musser Street, Suite 102
Carson City, Nevada 89701
Phone: (775) 684-1815 Fax: (775) 684-1817
Email: LeasingServices@admin.nv.gov

Date(s) Requested: _____

Time Requested: Start _____ End _____

Day(s) of the week Requested: Mon. ____ Tues. ____ Weds. ____ Thurs. ____ Fri. ____ Sat. ____ Sun. ____

Carson City Area _____ Venue (location requesting): _____

Las Vegas Area _____ Venue (location requesting): _____

Requesting Organization: _____

Email: _____

**Name of
Contact:** _____

Phone: _____ **Fax:** _____

Description of your event activity: _____

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In order to prepare for various types of events please circle the following:

- Number Expected to Attend: _____
- My event is a demonstration/protest/rally Y N
- My event will be a press conference Y N
- My event needs electrical power outlet Y N
- My event has exhibits/signs (Not to be affixed) Y N
- My event will require extra parking Y N

*****NOTE – THE FOLLOWING ARE NOT STATE PROVIDED***

- | | | | |
|---|---|---|---|
| • | My event will have amplified sound ** | Y | N |
| • | My event will need a stage and/or platform **
(Exception of Amphitheater area) | Y | N |
| • | My event will require waste cans/portable facilities ** | Y | N |
| • | My event will require tables and/or chairs ** | Y | N |
| • | My event will have food and/or beverages ** | Y | N |

** Note – All vehicles will require an escort from Capitol Police or State Designee*

- My event will require vehicle access * Y N

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EMERGENCY CONTACTS

In order for Capitol Police or State Designee to reach someone immediately, please list contact person(s).

Primary Contact: _____ Phone: _____

Secondary Contact: _____ Phone: _____

1. User understands the Special Use Permit will contain the following requirements:
 - a) Provide proof of a contract of insurance against risk of loss resulting from liability for bodily injury and damage to property. An **Acord 25 Certificate of Insurance** or similar policy **AND an Additional Insured Endorsement**, signed by an authorized insurance company representative, shall be a minimum amount of **\$2,000,000 General Liability/General Aggregate and \$2,000,000 each occurrence** and shall name the State of Nevada (as noted above), its officers, employees and agents as additional insured's for all liability arising from the use of the property. Buildings and Grounds is not liable for the payment of any premiums, deductibles, or assessments on any insurance policies required to be obtained hereunder.
 - b) Provide adequate portable toilets and containers for trash for persons attending the event and place them where instructed by a State designated representative.
 - c) Use the grounds only for the purpose and hours specified in this agreement. No functions are allowed after 11:00 p.m.
2. Reservations of the grounds are subject to cancellation in the event of an emergency.
3. Any equipment unless insured by the user, which is brought onto the grounds, is not covered by insurance against loss, damage, theft or destruction.
4. I have received a copy of Nevada Revised Statutes defining Prohibited Acts and Penalties applicable to the Special Use Permit (Page 4 herein).

User Representative Signature _____

Title _____ Date _____

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PROHIBITED ACTS AND PENALTIES

NRS 331.190 Sale, gift or disposal of liquor in capitol unlawful. Any person who sells, barter, gives, or in any way disposes of any spirituous or malt liquors, wines or cider, of any description whatever, within the Capitol Building of this state, shall be guilty of a misdemeanor.

[1911 C&P § 240; RL § 6505; NCL § 10187]—(NRS A 1967, 552)

NRS 331.200 Damage to or destruction of capitol grounds or other state property unlawful.

1. It shall be unlawful for any person to commit any of the following acts upon the grounds of the State Capitol or of any other state building or property:

- (a) Willfully deface, break down or destroy any fence upon or surrounding such grounds;
- (b) Except as otherwise provided in [NRS 481.0513](#), erect any bulletin board or other advertising device in or upon such grounds;
- (c) Deposit any garbage, debris or other obstruction in or upon such grounds;
- (d) Injure, break down or destroy any tree, shrub or other thing upon such grounds; or
- (e) Injure the grass upon such grounds by walking upon it.

2. Any person violating any of the provisions of this section shall be guilty of a public offense, as prescribed in [NRS 193.155](#), proportionate to the value of the property damaged or destroyed, and in no event less than a misdemeanor.

[1911 C&P § 509, RL § 6774; NCL § 10456]—(NRS A 1967, 552; 1973, 60; [2011, 2683](#))

NRS 331.210 Capitol decorations, minerals and curios not to be removed; exception.

1. Except as provided in subsection 2, all state boards and state officers having jurisdiction and control over any state property are specially forbidden to allow the State Capitol decorations and bunting, the state mineral cabinets, mineral specimens, curios and all state property of such character, from being borrowed or taken out by any person or society, or removed from the premises of the state buildings at Carson City, Nevada.

2. In case of national, international and foreign expositions of the world's arts and productions, and upon a satisfactory bond being furnished, the mineral specimens and curios may be borrowed.

3. The state boards and state officers are specially instructed to use all means to preserve and keep intact all of the property named in subsection 1.

[1:54:1899; C § 2080; RL § 4422; NCL § 6896] + [2:54:1899; C § 2081; RL § 4423; NCL § 6897]

NRS 331.220 Surreptitious electronic surveillance prohibited; exceptions.

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on the grounds of any facility owned or leased by the State of Nevada without the knowledge of the person being observed.

2. Subsection 1 does not apply to any electronic surveillance:

- (a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
- (b) By a law enforcement agency pursuant to a criminal investigation; or
- (c) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the grounds of the facility. (Added to NRS by 1993, 2139)

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